



REAL ESTATE COMMISSION
P.O. BOX 1339
JEFFERSON CITY, MISSOURI 65102
TELEPHONE (573) 751-2628

APPLICATION FOR LICENSE/INFORMATION CHANGE

SEE INSTRUCTIONS ON REVERSE SIDE

SECTION 1A (Print or type) ALL APPLICANTS MUST COMPLETE THIS SECTION

NAME OF APPLICANT (LAST, FIRST, MIDDLE, OR CORPORATION/PARTNERSHIP/ASSOCIATION)	HOME COUNTY	LICENSE NUMBER
HOME ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE)		HOME PHONE (INCLUDE AREA CODE)

INDICATE CHANGE BEING REQUESTED

- ☐ TRANSFER SALESPERSON/BROKER-SALESPERSON LICENSE TO ANOTHER BROKER. See instructions on reverse side. Fee: \$50.00
- ☐ CHANGE STATUS TO/REACTIVATE BROKER-SALESPERSON LICENSE. See instructions on reverse side. Fee: \$50.00
- ☐ PLACE LICENSE ON INACTIVE STATUS. See instructions on reverse side. Fee: \$50.00
- ☐ REACTIVATE SALESPERSON LICENSE. See instructions on reverse side. Fee: \$50.00
- ☐ CHANGE STATUS TO/REACTIVATE BROKER LICENSE. See instructions on reverse side. Fee: \$50.00
- ☐ CHANGE STATUS TO/REACTIVATE/TRANSFER ☐ BROKER-OFFICER, ☐ BROKER-PARTNER OR ☐ BROKER-ASSOCIATE LICENSE. See instructions on reverse side. Fee: \$50.00 Title _____
- ☐ ADDITIONAL ☐ BROKER, ☐ BROKER-OFFICER, ☐ BROKER-PARTNER OR ☐ BROKER-ASSOCIATE LICENSE. See instructions on reverse side. Fee \$50.00 Title _____
- ☐ REPLACE LOST, STOLEN OR DESTROYED LICENSE. See instructions on reverse side. Fee: \$25.00
- ☐ REMOVE SALESPERSON/BROKER-SALESPERSON FROM BROKER'S/ENTITY'S AFFILIATION. See instructions on reverse side.
- ☐ CHANGE NAME OF CORPORATION, PARTNERSHIP OR ASSOCIATION. See instructions on reverse side. Resident fee \$80.00; Nonresident fee \$150.00.
- ☐ CHANGE OR ADD FICTITIOUS NAME OR TRADE NAME. Provide name and mark appropriate box below. Further instructions on reverse side.
☐ NEW ☐ ADDITIONAL NAME ☐ REPLACEMENT
- ☐ CHANGE RESIDENCE ADDRESS TO ADDRESS ABOVE. Complete Section 1A and 1B.
- ☐ CHANGE INDIVIDUAL NAME. Complete Section 1A and 1B. Former Name _____
- ☐ CHANGE BUSINESS ADDRESS (Brokers/Entities ONLY). Section 2B must be completed by the broker or designated broker.
- ☐ BRANCH OFFICE. Section 2B must be completed by the broker or designated broker. Mark appropriate box and provide the following:
☐ NEW/ADDITIONAL ☐ CHANGE ☐ DELETE OFFICE

OFFICE MANAGER	LICENSE NO.
OFFICE LOCATION _____	
PHONE NUMBER	FORMER MANAGER (IF APPLICABLE)
FORMER LOCATION (IF APPLICABLE)	

SECTION 1B ANSWER THE FOLLOWING QUESTIONS. IF YES, EXPLAIN ON A SEPARATE SHEET.

- A. Have you been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution in this state, or any other state, or of the United States, whether or not sentence was imposed? **NOTE: This includes Suspended Imposition of Sentence, Suspended Execution of Sentence, Misdemeanor and Felony Convictions, and alcohol related offenses, i.e. DWI and BAC.** Check yes if not previously disclosed to this Commission and provide the date of the conviction and/or pleading, nature of the offense, court location, and case number. ☐ YES ☐ NO
- B. Have you ever had a real estate application denied or your real estate license suspended, revoked, placed on probation, or otherwise disciplined in Missouri or any other state or jurisdiction? Check yes if not previously disclosed to this Commission and provide name of state or jurisdiction, reason for denial or discipline and approximate dates. ☐ YES ☐ NO

SIGNATURE OF APPLICANT		DATE
SECTION 2A		
SIGNATURE OF FORMER BROKER	FORMER BROKER NAME, PRINTED OR TYPED	DATE
ADDRESS OF FORMER BROKER/ENTITY (NUMBER, STREET, CITY, STATE, ZIP CODE)		BUSINESS PHONE (INCLUDE AREA CODE)
SECTION 2B		
SIGNATURE OF BROKER	BROKER NAME, PRINTED OR TYPED	DATE
NAME OF BROKER/ENTITY	BUSINESS COUNTY	BROKER/ENTITY NUMBER
BUSINESS ADDRESS (MAIN OFFICE ONLY) (NUMBER, STREET, CITY, STATE, ZIP CODE)		BUSINESS PHONE (INCLUDE AREA CODE)

GENERAL INSTRUCTIONS

1. Type or print LEGIBLY. Use black ink. INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED.
2. When a fee is required, the amount is indicated. Make checks or money orders payable to the "Missouri Real Estate Commission." All fees are nonrefundable.
3. **APPLICATIONS CANNOT BE PROCESSED AND WILL BE RETURNED FOR CORRECTION** if A & B of Section 1B are not completed when required.
4. Attach license when applicable.
5. Any applicant reactivating an inactive license or a license that has been noncurrent for over six months must attach copy of prelicense school certificate showing proof of course completion within six months of application to reactivate (salespersons - 60 hour course; brokers - 48 hour course).
6. Mail the application to: Missouri Real Estate Commission, P.O. Box 1339, Jefferson City, MO 65102. Hand delivery or express delivery service: Missouri Real Estate Commission, 3605 Missouri Blvd., Jefferson City, MO 65109.
7. The new license will be mailed to the brokerage approximately 2 - 3 weeks after the properly completed application is received by the Commission. To request a temporary work permit, enclose a stamped envelope addressed to the brokerage.

Additional information on specific changes is provided below:

1. **TRANSFER SALESPERSON/BROKER-SALESPERSON LICENSE TO ANOTHER BROKER:** Complete Section 1A and 1B. The former broker must complete Section 2A and attach the applicant's license. The former broker's signature is not required if the applicant's license has been previously returned to the Commission. The new broker must complete Section 2B.
2. **CHANGE STATUS TO/REACTIVATE BROKER-SALESPERSON LICENSE:** Complete Section 1A and 1B. Attach license. If inactive, attach inactive license and refer to #5 of the general instructions. The new broker must complete Section 2B. A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership, or association.
3. **PLACE LICENSE ON INACTIVE STATUS:** Complete Section 1A and 1B. Former broker must complete Section 2A and attach applicant's license. A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership or association. NOTE: Before an inactive license may be reactivated, the appropriate prelicense course must be completed.
4. **REACTIVATE SALESPERSON LICENSE:** Complete Section 1A and 1B. If applicable, attach inactive license. Attach prelicense school certificate (60 hour course) showing proof of completion of the prelicense course within six months of application to reactivate license. Section 2B must be completed by the new broker.
5. **CHANGE STATUS TO/REACTIVATE BROKER LICENSE:** Complete Section 1A and 1B. Former broker must complete Section 2A and attach applicant's license. If inactive, attach inactive license and refer to #5 of the general instructions. Complete Section 2B. Attach Consent to Examine and Audit Escrow or Trust Account form. If using a fictitious name, complete #11 in Section 1A. A closing form must be submitted with this application if the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership, or association.
6. **CHANGE STATUS TO/REACTIVATE/TRANSFER BROKER-OFFICER, BROKER-PARTNER OR BROKER-ASSOCIATE LICENSE:** Complete Section 1A and 1B. Former broker must complete Section 2A and attach applicant's license. If inactive, attach inactive license and refer to #5 of the general instructions. Complete Section 2B. If applicable, provide officer or associate title in #6 in Section 1A (ex: President, Vice-President, Treasurer, Secretary, Manager, Member, Organizer). A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership or association. If applicant will be the designated broker of the firm, attach a Change in Designated Broker form.
7. **ADDITIONAL BROKER, BROKER-OFFICER, BROKER-PARTNER OR BROKER-ASSOCIATE LICENSE:** Complete Section 1A and 1B. Complete Section 2B. If applicable, provide officer or association title in #7 in Section 1A (ex: President, Vice-President, Treasurer, Secretary, Manager, Member, Organizer). If becoming a broker or the designated broker, attach a Change in Designated Broker form.
8. **REPLACE LOST, STOLEN OR DESTROYED LICENSE:** Attach written explanation signed by the broker outlining what happened to the license. Complete Section 1A and 2B.
9. **REMOVE SALESPERSON/BROKER-SALESPERSON FROM BROKER'S/ENTITY'S AFFILIATION:** Attach license. Complete Section 1A and 2A ONLY.
10. **CHANGE NAME OF CORPORATION, PARTNERSHIP OR ASSOCIATION:** Complete Section 1A with former name. Attach entity license. Designated broker must complete Section 2B with new name and address. If a corporation, attach approved copy of Certificate of Amended Name Change. If a partnership, attach approved copy of Fictitious Name Registration. If an association (Limited Liability Company), attach approved copy of Amendment of Articles of Organization. Attach Consent to Examine and Audit Escrow or Trust Account form.
11. **CHANGE OR ADD FICTITIOUS NAME OR TRADE NAME:** Complete Section 1A. Submit a copy of the Fictitious Name Registration which has been approved by the Missouri Secretary of State's Office. Include a signed copy of the new/amended franchise agreement or trade agreement, if applicable. Section 2B must be completed by the broker or designated broker.